

# UNSW VILLAGE GREEN FACILITY TERMS & CONDITIONS

## 1. Booking Policy

You can find the UNSW Village Green Booking Policy [here](#).

## 2. Equipment and Set Up

Arc @ UNSW may allow the Hirer to bring additional equipment into the facility. It is the Hirer's responsibility to ensure that any electrical equipment has been properly tested and tagged by a qualified person and the tag is current and visible.

Equipment, which is deemed unsafe, unsuitable or inappropriate for use in the facility will not be permitted. Arc @ UNSW may provide goals posts consistent with individual sporting code requirements. Arc @ UNSW reserves the right not to provide goals for some activities due to time constraints, availability, or complexity.

## 3. Payment terms

Bookings are made as per Arc @ UNSW current pricing schedule.

The Hirer may be charged additional fees if the use exceeds the booked time or if the facility requires additional cleaning or repairs due to damage deemed by Arc @ UNSW to be not fair wear and tear.

## 4. Cancellations

Arc @ UNSW at its sole discretion reserves the right to cancel, transfer or alter any booking of any of the Facilities:

- If in the opinion of Arc @ UNSW the facility or playing surface is in a hazardous condition, being repaired or not fit for use. In these cases, as much notice will be provided to the Hirer as feasible. As these circumstances cannot be foreseen, the cancellation, transfer or alteration could occur on the same day as the booking.
- If Arc @ UNSW determines that the facility is required for another purpose.
- If Arc @ UNSW determines that the facility should not be used due to weather conditions.
- Arc @ UNSW will make reasonable endeavours to reschedule bookings cancelled as a result of the above circumstances.
- Arc @ UNSW may also cancel or alter any booking of the facilities if it determines that the Hirer has breached any of the General Rules in Part 8 of this hiring

agreement and may decline to provide further booking of the facilities to a Hirer found to have breached this agreement.

- If Arc @ UNSW considers that a Hirer or any person using the facilities under the same booking has breached any of the General Rules during the Hirer's use of the Facilities, it may end this hiring agreement with immediate effect and require the Hirer and any other person using the facilities under this agreement to vacate the facilities.

Cancellations by the hirers should be submitted to the Bookings Officer in writing (via email) no less than 5 days prior to the booking.

If the hirer deems the facility unfit for use, the hirer should email Arc Sport (sport@arc.unsw.edu.au) as soon as possible and before proceeding with any use of the facility. Games may be rescheduled to another available date.

For functions cancelled by Arc @ UNSW except for where a breach of this hiring agreement has occurred, a full refund is available to the Hirer for venue hire where the Hirer has paid any amounts to Arc @ UNSW in relation to the booking.

Where the Hirer cancels a booking for the facilities, Arc @ UNSW is entitled to retain the following amounts paid by the Hirer (if applicable):

The Deposit, if a booking is cancelled for the hiring of the facilities for a commercial purpose, function or event and the cancellation is received less than 30 days prior to the event

Any amounts paid to Arc @ UNSW by the Hirer for catering, sound, lighting or any other service provided by Arc @ UNSW associated with the Hirer's use of the facilities where the cancellation is received less than 30 days prior to the event.

## **5. Damage**

If in the opinion of Arc @ UNSW, any damage is caused to any part of the Facilities, including buildings, fixtures, equipment or surfaces other than through fair wear and tear due to the Hirer's use of the Facilities, Arc @ UNSW will repair the damage, and the cost will be met by the Hirer

## **6. Subletting**

No facility may be sublet or reassigned to any other organization or individual and the hiring agreement for the use of the Facilities is strictly between the Hirer and Arc @ UNSW.

## **7. Refund Policy**

A full refund may only be permitted without detailed explanation before or during the first week of competition and/or courses.

Transfers: All course / sports transfers must occur before week two of the current course and/or courses.

Refunds: The total amount of any refund provided for sports competitions or courses is at the discretion of Arc @ UNSW, sport administration pending review of all written applications.

Refunds will not be provided for change of mind after purchase.

If after week one of competition a full refund is requested a detailed explanation and supporting documentation of extenuating circumstances must be submitted with the written application to Arc @ UNSW, sport administration or the request will not be considered.

Refund period: The minimum time taken to receive a refund will be no less than two weeks however all refunds may take longer with no time limit, pending review of application.

ALL refunds, credits, and transfers are at the sole discretion of Arc @ UNSW Sport Administration.

## **8. General Rules**

Parking or driving vehicles on any areas designated NO PARKING is strictly prohibited. Arc @ UNSW provides no guarantee that parking will be available, and Hirers must comply with UNSW parking rules.

Commercial activities conducted without the express written permission of Arc @ UNSW, including collection of money for entry fee, are strictly prohibited. If such activities are carried out on the Facilities without prior permission, this will result in the booking cancellation and the review of all future bookings for that Hirer.

The display of advertising material, such as signs or banners is prohibited without prior permission from Arc @ UNSW. Arc @ UNSW reserves the right to remove non-compliant signage.

Erection of structures such as tents, screens, scaffolding or awnings are prohibited without prior written permission from Arc @ UNSW.

The Hirer must always use the facility and its associated equipment in a safe and proper manner, and the Hirer must comply with signs or directions given by Arc @ UNSW staff, UNSW Security or Police or any other persons authorised by Arc @ UNSW.

All rubbish and litter must be deposited in the bins provided and facilities left in a tidy condition.

BYO alcohol is strictly prohibited.

Smoking is prohibited across UNSW Campus.

Offensive or indecent behaviour is prohibited.

The use of public address systems and amplified music is prohibited without the express permission of Arc @ UNSW.

The Hirer must be responsible for the supervision, control and behaviour of their group (including players, officials, spectators, visiting teams and children) during the period of hire. Arc @ UNSW strictly observes and enforces anti-discrimination and anti-vilification policies.

If Arc @ UNSW deems that licensed security staff are necessary as a requirement of the facility booking, the cost of such security will be borne by the Hirer. Security staff will be required on the basis of 1 security guard per 100 guests and will be at an additional cost to Hirer. Arc @ UNSW reserves the right to vary the ratio depending on the circumstances.

The facility must only be used for its agreed purpose.

## **9. Access**

Venues will be opened before and locked after the booking by Arc @ UNSW. No keys or cards will be issued under any circumstances to gain access.

The Hirer acknowledges that authorised representatives of Arc @ UNSW and UNSW Security may access to any part of all the Facilities, at any time, without notice to the Hirer and without impediment from the Hirer.

## **10. Emergency Contacts and Procedures**

In the case of any emergency, Arc Sport staff can be contacted in person or on 02 9065 0937 during business hours, or UNSW Security can be contacted at any time on 02 9385 6000.